

Non-Base Pay Options

(Excludes the Exceptional Recruitment and Retention Incentive Options)

03-01-01

Program / Practices	Guidelines	Type of Reward	Relation to Pay Practices
Employee Recognition	Lump sum payment up to \$1,000 per fiscal year and up to 5 days leave per leave year for: <ul style="list-style-type: none"> Achievements or accomplishments that contribute to the overall objectives of the agency and state government. 	Monetary , Non-Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy # 1.20
Service Award	Rewards given to recognize an employee for length of state service in 5-year increments.	Non-Monetary	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.10
Employee Suggestions	Lump sum payment or leave capped by the percentage savings generated.	Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.21
In-Band Bonuses	<p>Lump sum payment up to 10% of base salary per fiscal year <u>in lieu of base pay adjustment</u> for:</p> <ul style="list-style-type: none"> Change in duties* Application of new knowledge/skills/abilities from education, certification, or licensure Retention Internal Alignment (bonus with required planning for permanent base pay adjustment)* <p>*Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment. No In-Band Bonuses allowed for employees at the top of the pay band.</p>	Monetary (Bonus amount applied towards 10% In-Band Adjustment cap per fiscal year)	Substitutes for In-Band Adjustments (base pay changes) Covered by DHRM Policy #3.05.

All salary actions require the consideration of the following pay factors:

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| - Agency Business Need | - Work Experience & Education | - Internal Salary Alignment | - Total Compensation |
| - Duties & Responsibilities | - Knowledge, Skills, Abilities, & Competencies | - Market Availability | - Budget Implications |
| - Performance | - Training, Certification, & Licence | - Salary Reference Data | - Long Term Impact |
| | | | - Current Salary |